

DMSWG April 10, 2008 Telephone Conference Summary (2:00-4:15 PM Eastern)

Project #1 Team members in attendance: Bruce Joule, Gregg Bray, Kathy Knowlton, Lauren Dolinger Few, Mike Quach, Patty Zielinski, Risa Oram, Scott Sauri, Vivian Matter

Project Team #1 members not in attendance: Dennis O'Hern, Gretchen Jennings, Wade Van Buskirk

Work Group members in attendance: Chad Hanson, Carlos Rivero (though the call was primarily for Project #1 Team members, all WG members were invited to participate)

This conference call was paired with a WebEx session.

- Chair reviewed March 3 conference call summary. With info from this call, most items are now accomplished and notes are final. **Action Item: Chair post 3/3/08 conference call notes to collaboration tool. DONE**
- Chair reviewed recent S&T contract personnel IT hire by T. Chang and IT "To Do" list already composed by S. Sauri. Team members were supportive of utilizing this person for DMSWG IT work. **Action Item: Chair will send email to entire WG asking them to confirm support to partially fund new IT person, as well as suggest funding amount to "park" on the IT contract. DONE** (content of email below at end of call summary)

(note: update from S. Sauri after the call. New IT hire will cost ~\$80K, so if DMSWG requests 50% of his time (which is still Scott's recommendation given the task list and needs for registry work), we would need to put ~\$40K on the IT contract. Their work will be mostly spent on DSMWG initially and then will become more focused on the angler registry once that gets rolling.)

- Request for interested WG members to work with L. Few and S. Sauri for MDMS future plans as well as bridge to InPort.
- Request by M. Quach to use some of Project #2 funds for continued support of R. Oram in Pacific Islands through the end of the calendar year. Her current contract will end sometime late June or mid-July 2008.
- Members agreed it was not necessary to input socio-econ programs into MDMS. Those voicing opinion felt that socio-econ research was truly a separate group of folks that design their own surveys and simply couple them with intercept surveys for convenience.
- Primary goal of conference call – review V. Matter's list of projects and status by each member (Action Items in **BOLD**)
 - G. Jennings could not attend call.
 - S. Sauri – in general, programs mostly entered
 - **Hawaii commercial logbook program – M. Quach will help R. Oram coordinate with Nicole Bartlett to get this program entered (program within FHWG but Bartlett will not be able to enter).**
 - R. Oram - in general, programs mostly entered

- W. Van Buskirk could not attend call
- B. Joule - in general, N & Mid-Atl programs mostly entered, in final stages of contacting reps from states for follow-up.
- **V. Matter forwarded contact info for two Caribbean programs to Bruce today. Bruce will follow-up next week.**
- **VTR – L. Few will contact Rob Andrews for additional program info that FHWG member Barry Clifford could not complete.**
- Primary HMS programs completed by R. Salz and J. Foster. As for additional programs that are entered but not complete:
 - **B. Joule will contact Paul Caruso for MA HMS program**
 - **K. Knowlton will follow-up on contacts for ALRS and Billfish Angler Survey**
 - **A. Lewis will follow-up for Improving Accuracy Program contact**
 - **S. Sauri determined Arietta Venizelos is best contact for completing info for RBS.**
- Though program was originally added for entry, R. Andrews felt we should NOT yet enter the Angler License Directory Survey (ALDS) into MDMS since it was a pilot that will be reviewed.
- MRFSS – L. Few, P. Zielinski and A. Lewis mostly entered
- Primary issue of concern is lack of progress on and contact with D. O'Hern for the Gulf and South Atlantic region. Since the 3/3/08 conference call, no additional program information other than the title/contact info for two programs has been entered. No emails/ phone messages from V. Matter or K. Knowlton have been answered, including participating in this conference call. We have no information on the reason for the delay, request for help (funds were budgeted for use if requested) or expected completion date. Since the *minimum* due date for preliminary program information entry was a last week on March 31st, members in attendance on this call felt that immediate steps should be implemented to utilize additional WG members to input information. Members agreed that attempted additional contact by R. Andrews to D. O'Hern was fine, but also made contingency plans to be implemented within the next week if necessary.
- **Action Item: R. Andrews will call D. O'Hern. DONE 4/11/08, message left on cell phone.**
- **G. Bray offered to enter Gulf Biological Sampling Project and Texas Program.**
- **C. Hanson offered to enter Tampa Stock Enhancement, Saltwater Angler Mail Survey, Lobster Mail Survey, Bay Scallop and Everglades Survey and possible SE states.**
- Chair expressed concern as to whether South Atlantic states had been contacted since she entered her own state's small Carcass Freezer Program, and she knows there is a SC creel survey program not on the list yet. Additionally, NC may have several programs.
- **Action Item: Pending contact with D. O'Hern, C. Hanson/K. Knowlton will contact NC and SC for programs.**
- Revised due date for MDMS completion, for those programs on V. Matter's Project List, is end of April.
- V. Matter raised questions about verifying program info already entered into MDMS. We have two choices – let reviewers (most of whom are outside the project team) make

changes themselves, or have reviewers forward requested changes to regional coordinator (i.e., read only access for reviewers). There was support for both, however several members felt strongly that regional coordinators or others intimate with MDMS should be the only persons with access to make changes. Though this would create more work and take longer, we need to know what is changed and make sure those changes are in-line with the intent of the MDMS and future queries.

- As for a deadline for review, for now it will just have to be on-going. At this point, we are not in a position to set a hard deadline since the coor's themselves are still entering and in various stages of completion.
- Chair noted that the Design and Analysis WG Chair, Linda Barker, had offered to circulate our Program List throughout her WG as a QA/QC to make sure we had not missed any large/central programs on our first pass through. After not originally including HMS and FH, it would be a good idea to have people outside our WG working with programs review the list. **Action Item: Chair will forward V. Matter's updated Project List to L. Barker for review by the DAWG.**

(4/11/08 K. Knowlton email to WG members below, with responses from members at top)

WG member response to IT funding amount - All responding WG members agreed that some portion of Project #2 funds should be put toward supporting ~50% of the newly hired IT personnel's time toward DMSWG work. The amounts suggested were as follows:

Chad Hanson – no specific amount, leave decision to those WG members closest to work
Gregg Bray - \$50K
Kathy Knowlton - \$75K
Lauren - \$75-100K
Mike Quach - \$100K
Patty Zielinski – support 50% of whatever his salary is
Ricky Gease - no specific amount, leave decision to those WG members closest to work
Vivian Matter - \$50-75K with emphasis on project leaders opinions

Hello all - The DMSWG needs to act fairly quickly and make a decision on the following:
1) whether we want to utilize part of the time of a newly hired IT contract person at S&T
2) if yes, how much of the \$100K from Project #2 do we want to contribute

Here is the scoop...for the last two months or so, Scott and I have been discussing general IT needs for the DMSWG. Below you will see an email from him in which he outlines the list of tasks so far, as well as providing some advice for how that work could translate into money and time.

As of a few weeks ago, Tina was able to act quickly and hire a contract person that is now available for both the DMSWG as well as Angler Registry. Contribution of funds from the Angler Registry Team is already confirmed by Gordon. Now it is our turn.

Reminder: Project #2 main tasks - review output from MDMS, develop recommendations for minimum data elements, develop preliminary requirements document (and yes, this summary is a little different than the original plan document but Geoff and Scott will be updating it in the next few weeks to reflect these changes)

Reminder: Project #2 budget - IT contract \$100K (updated in project revision dated 11/20/97), travel \$25K

Tidbits to keep in mind: The fiscal year for the MRIP projects runs October 1 to September 30th. If we don't spend all the funds dedicated toward our projects, S&T will make sure they are not "lost" to the general NOAA pot, but they will NOT necessarily remain available for our WG to spend in FY09. In other words, unspent funds would probably roll over to FY09 for MRIP in general, but not necessarily our WG.

Rob Andrews stated we could dictate an amount to be directed toward ("parked" on) the IT contract. If we do not spend all of what we "park" on that IT contract by September 30th, it MAY still be available to our WG in FY09 for continued DMSWG IT work. But that is NOT a guarantee. In other words (and these are my words here), there are no guarantees if we don't spend all the \$100K....we just need to concentrate on spending what is needed, and concentrate on our deliverables and completing the work.

So what do you, as a DMSWG member, need to do? **Please email me (or call if you have lots of questions) your response to the questions at the beginning of this email by Friday April 18th.** That is one week from today.

For example, I say YES, we should utilize the new IT person for DMSWG work, and I think we should park at least \$75K on the IT contract. That would leave us \$25K for other contract work later in the summer/fall if necessary.

>>> Scott Sauri <Scott.Sauri@noaa.gov> 3/25/2008 10:01:15 am >>>

The following is a tentative list of tasks to be addressed by the proposed new MRIP technical resource:

Short-term tasks:

1. Bug fixes to MDMS
2. User interface improvements to MDMS
3. New functionality to MDMS
4. Data/Lookup maintenance for MDMS (e.g. review of "Other" value data in MDMS lookup tables. This is when someone selects "Other" from one of the fields and types a new value in. We need to review those, merge them and add them to the pull-downs/multi-selects where appropriate.)
5. Assistance to Lauren in Data Elements imports for MDMS

Intermediate-term tasks:

1. Generate reports from MDMS for DMSWG
2. Continued maintenance on MDMS
3. Assistance to Henry in migration of MDMS metadata to InPort
4. Assistance to Scott in requirements documentation

Long-term tasks:

1. Continued maintenance on MDMS
2. Continued MDMS reports support to DMSWG
3. Continued support with InPort integration
4. Continued assistance to Scott in documentation generation and maintenance
5. Development, testing and support of MRIP databases and interfaces

These tasks are specific to the DMSWG and do not include any work related to the Angler Registry Team or Angler Registry Database Work Group. In my opinion, this is enough work for at least 25% of a full-time contractor, but could easily be 50%. My recommendation is that the DMSWG funds something between 25% to 50% of full-time contractor from the DMSWG project 2 budget. Assuming a cost of \$100k to \$150k for a full-time contractor, this would be anywhere from \$25k to \$75k. Since we don't yet have a resource/cost identified, we could say that the DMSWG is willing to contribute \$50k towards this resource, which would translate to 50% of a \$100k resource or 33% of a \$150k resource. I think we could make it work either way and that would only take up half of the \$100k DMSWG-2 budget, which leaves us a good chunk

in case we need it later. The remainder of the full-time resource would need to come out of the Angler Registry budget, which I don't believe will be a problem.

Tina may be able to provide specifics on costs.

If anyone has other ideas for tasks, please let me know.

We may also want to consult Vivian Matter and Geoff White to see if they have tasks to add to the list.